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THE  
JOHN COPEMAN  
LIBRARY

CITY OF NORWICH



THE LIBRARY OF THE  
MAY 22 1940  
UNIVERSITY OF ILLINOIS

# ANNUAL REPORT

OF THE

## Public Library Committee

TO THE

## TOWN COUNCIL

FOR THE YEAR ENDED 31ST MARCH, 1922

### COMMITTEE:

*Chairman*—ALDERMAN HENRY J. COPEMAN, J.P.

*Vice-Chairman*—

COUNCILLOR J. F. HENDERSON, J.P.

#### *Members of the Council—*

ALD. DR. E. E. BLYTH, J.P., B.A.

COUNCILLOR P. R. CLARKE

COUNCILLOR GEORGE DENNIS

COUNCILLOR H. E. HUMPHRIS

COUNCILLOR FREDERICK KENT

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SIR A. W. F. BAGGE, BART.,  
B.A., LL.B.

REV. W. BUSBY, M.A.

MR. F. W. HARMER, J.P., M.A.,  
F.G.S., F.R. MET. SOC.

MR. FRANK C. HINDE

MR. M. M. PATTISON MUIR, M.A.

MR. WALTER RYE

MR. A. M. STEVENS

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*Town Clerk*—ARNOLD H. MILLER, O.B.E.

*City Librarian*—GEO. A. STEPHEN, F.L.A.

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NORWICH PUBLIC LIBRARY

CITY OF NORWICH

## PUBLIC LIBRARY

### ANNUAL REPORT, 1921-22

The Public Library Committee have pleasure in presenting the following report on the work accomplished during the financial year ended 31st March, 1922.

#### STOCK

During the year 3,597 volumes and 403 pamphlets were added by purchase or gift, 2,952 volumes being allocated to the Lending Library, 512 volumes and 188 pamphlets to the Reference Library, and 133 volumes and 215 pamphlets to the Local Collection.

#### ISSUES AND VISITS

The recorded number of volumes issued to readers during the year from the Lending and Reference Libraries was 221,227, as compared with 164,909 issued last year, making the great increase of 56,318 volumes. Particulars of these issues are given under the headings "Lending Library" and "Reference Library," and in the statistical tables on pages 16-17.

The estimated total visits to all departments were about 640,000.

#### LENDING LIBRARIES

The stock of the Lending Libraries (adult and junior) on March 31st was 25,105 volumes, the number of volumes in each class being shown in the statistical table on page 16. During the year 177 books were withdrawn as worn-out and 35 were replaced.

A statistical table showing the monthly issues of books for home reading from each class is given on page 16. The Lending Library was open on 283 days, as against 277½ days last year; and 197,796 volumes were issued from the adult and junior departments giving an average daily issue of 699 volumes; the average daily issue excluding Thursdays was 744. The greatest issue on a single day was on Saturday, January 28th, when 1,372 volumes were borrowed; last year the corresponding figure was 1,137.

Owing to the adoption of the open access system on March 29th, 1920, the Committee last year were able to report an unprecedented increase of 44,487 volumes in the issues. The popularity of the system has continued, and the Committee are again glad to report an increase almost as great as that of the previous year, viz., 40,903 volumes.

The increase per cent on the total issues of last year is 26.07 per cent, or 22.36 per cent excluding the issue from the Junior Library. In all the classes of the Adult Library there



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have been increases (see statistical table, page 16) in issues, except in section 200, Religion, where a decrease of 99 volumes was recorded, but it should be noted that last year there was an unusual increase of 814 volumes. The more substantial increases in the issues of books were from the following sections: Language and Literature, 1,392 vols.; Natural Science, 813 vols.; Geography and Travel, 679 vols.; Juvenile Non-fiction, 2,639 vols.; Fiction, 23,257 vols.; and Juvenile Fiction, 9,632 vols.

The present percentage of fiction issued from the adult and junior sections is 71.8, but from the adult section only it is 70.65 as compared with 68.2 last year.

### BORROWERS

5,533 tickets have been issued to new borrowers, viz.: 2,810 ordinary tickets, 1,724 juvenile tickets, and 999 students' tickets. There are now 11,919 tickets in force, viz.; 6,750 ordinary tickets, 2,012 juvenile tickets, and 3,157 students' tickets.

### JUNIOR LIBRARY

Until the Adult Lending Library was transferred to the large room which had hitherto been used as a Reading Room, it was only possible to allocate for children a portion of the Lending Library (on the indicator system), and to have a separate catalogue of the books for their use. The room formerly used as the Lending Library being free, the Committee were so pleased with the unqualified success of the open access system that they decided, upon the City Librarian's recommendation, to convert the room to a Junior Library, which would not only contain an open access lending department, but also reading tables.

The lending of books to juniors was suspended for three days (July 11th—13th) during the structural alterations. The Junior Library was formally opened on Thursday morning, July 14th, by the Chairman of the Library Committee, when there were present representative citizens, several head teachers, and a party of juvenile borrowers from the city schools. Brief speeches were made by the Chairman of the Public Library Committee, Dr. E. E. Blyth (Chairman of the Education Committee), Sir Eustace Gurney (Vice-Chairman of the Education Committee), the Lady Mayoress (Miss Duff), and Mr. Edward Peake (then Head Teacher of Crook's Place Boys' School). At the close of the proceedings the Chairman and Mrs. Copeman provided the children and guests with refreshments.

An article by the City Librarian entitled "A Library for Juniors," describing the new Junior Library, was contributed by request to the "Sunday School Chronicle" of September 8th.

The Lending Department of the Junior Library now contains 3,259 volumes, of which 1,043 volumes were added during the year.

1,171 of the books are non-fiction; and these constitute a representative selection of the best books which have been written for children on history, biography, travel, science, art, literature, sports, pastimes, etc. The books are all classified on the Dewey Decimal System, which is in vogue in the Adult Library, so that when the time comes for the children to be transferred to it the knowledge of the arrangement of the books already gained will enable them to find their way about easily.

The Junior Library also contains a writing table, a few reference and other books for reading in the Library, and a good selection of the best periodicals and magazines which have been written for children.

The issue of books from the Juvenile Department by means of the indicator, from April 1st to July 9th, was 6,714 volumes, giving an average daily issue of 86; from July 14th to March 31st the corresponding figures were 34,433 volumes and 171 volumes. The total issue for the year was 41,147 volumes—an increase of 12,271—the daily average issue being 147 volumes as compared with 104 volumes last year. The large increase in the issue of books from the new department is sufficient testimony to its great appreciation by the young readers.

## REFERENCE LIBRARY

On the first day of the year covered by this report the open access system was inaugurated in the Reference Library for a considerable portion of the stock, viz., all the “quick reference” books (*e.g.* dictionaries and cyclopædias of various kinds, directories, year books, etc.) and other books which are more or less in frequent demand. An attempt was made to record the number of books consulted daily, and the figures obtained are given in the statistical table on page 17, which shows a total issue of 23,431 volumes for 282½ days, giving a daily issue of 83 volumes, but it is certain that many more books than those recorded were consulted during the year. Last year the total issue was 8,016 volumes, giving a daily average of 28 volumes, but then, as in previous years, the use made of directories, annual publications, etc., on open shelves was not recorded, and therefore the figures cannot be properly compared with those of this year.

Owing to the popularity of the other departments of the Library and the consequent increase of administrative work, only very slight progress has been made in cataloguing the books in this department.

The Library again assisted in the compilation of the “Subject Index to Periodicals” published by the Library Association, by indexing the principal articles in the transactions of local societies, and several other periodicals.



## COMMERCIAL AND TECHNICAL SECTION

The outstanding feature of interest in connexion with the Commercial and Technical Section of the Library which is being developed, is the co-operation between the Committee and the Norwich and District Master Printers' Association. Last year it was reported that this Association had given a donation of £5 towards the cost of additional books on printing, and had offered to defray the cost of printing a special catalogue of books of use to printers. A representative collection of about 250 volumes on historical and practical printing and kindred subjects (book-illustration, book-binding, paper, publishing, book-selling, journalism, etc.), being formed, the City Librarian compiled an annotated and classified catalogue of the books, which was printed in September.

In order that employers and employees in the printing trade might have a convenient opportunity of inspecting this special collection Mr. W. T. F. Jarrold, the President of the Association, held a reception at the Library on Thursday evening, November 24th, when each person was presented with a copy of the catalogue (35 pp.). To add to the interest of the meeting the City Librarian arranged an exhibition consisting of rare early English printed books and facsimiles belonging to the Library, and some fine examples of decorative title-pages, end-papers, and book-covers from his own private collection. The meeting was rendered additionally attractive and enjoyable by Mr. Jarrold's kindness in providing a concert (arranged by Mr. T. H. Barry) and refreshments. Several of the letters which were sent to the City Librarian, conveying congratulations on the unique co-operation between a Public Library and a Master Printers' Association, were read; these included letters from the President and ex-President of the Federation of Master Printers, Mr. Charles T. Jacobi, of the Chiswick Press, and the Principal of the St. Bride Foundation Printing School.

The Committee, being strongly of opinion that the provision of technical and commercial books would materially assist in developing local industry and trade, are willing to co-operate similarly with other local employers.

## LOCAL COLLECTION

The collection of literature relating to Norfolk and Norwich has been increased by 128 volumes and 216 pamphlets, and it now comprises approximately 7,000 volumes, 9,500 pamphlets, 7,000 topographical prints, 950 portraits, and 380 maps.

The work in progress in this department includes an index of the principal local items in the "Eastern Daily Press," and files of obituary notices and articles of local interest.

The subject index of books, pamphlets and recent articles relating to Norfolk archæology in various periodicals and

transactions, was continued by the City Librarian, and published in the current issue of "Norfolk Archæology," being the transactions of the Norfolk and Norwich Archæological Society. All the items so indexed are incorporated in the Library's catalogue of local books.

Among the valuable additions to the Local Collection are 264 quarter sheets of the Ordnance Survey Map of Norfolk, and the manuscript volumes of the Military History of Norfolk (7 vols.) by the late Colonel J. R. HARVEY, D.S.O., to which reference is made on page 8.

There is in preparation a "Guide to the Study of Norfolk," which is being compiled on similar lines to the "Guide to the Study of Norwich," first issued in 1914 and enlarged in 1919.

## NORFOLK AND NORWICH PHOTOGRAPHIC SURVEY

The Norfolk and Norwich Photographic Survey Collection now numbers 3,662 prints, and 848 lantern slides, the additions during the year being 174 prints and 407 lantern slides, the latter including 398 of the 1,306 slides which the Committee purchased from Mr. Edward Peake jointly with the Castle Museum Committee in June. Mr. Peake's slides include sets relating to the Norwich School of Painting, George Borrow, Norfolk and Norwich, Flowers, Scotland, Denmark, Sweden, France and Germany; these will be very useful to both Committees for the purpose of illustrating lectures, and their value is enhanced by his manuscript notes.

## LIBRARY PUBLICATIONS

Four numbers of the "Readers' Guide" were issued during the year, each of which contained, in addition to the usual annotated list of books added to the Library, an annotated reading list on a subject of particular interest. The special feature of the April-June number was a list of books and pamphlets on John ("Old") Crome, prepared in connexion with the centenary of his death, which was celebrated at the Castle Museum by a splendid exhibition of his paintings. In the July-September number was published a select list of works by and about Dante, prepared for the sexcentenary of the poet's death (see page 11), and a short article on the Lazar House by the City Librarian. The October-December number contained a classified list of books on "Architecture up to 1550," the subject of the winter course of the Norwich University Extension Lectures, delivered by Dr. D. H. S. Cranage, F.S.A. Molière was the subject of the reading list in the January-March "Guide," published shortly before the Norwich tercentenary commemoration of the birth of the greatest master of French comedy.

The City Librarian contributed to the "Norwich Mercury" in September a chronological bibliography of books and pamphlets relating to the Broads, which was reprinted in pamphlet form, and is being sold at 3d. per copy. The majority of the items in the bibliography are in the Local Collection, and therefore the bibliography also serves the purpose of a special catalogue of these books.

## NORFOLK AND NORWICH ROLL OF HONOUR

The Roll of Honour of the natives and residents of Norfolk and Norwich who fell in the War, which this Committee is preparing for the Corporation, is still in course of compilation, but there has not been much progress during the year. The Government lists entitled "Soldiers died in the Great War, 1914-1919," are being analysed for local men, and the Norwich Roll will not be finally printed until all the official lists have been published.

## NEWS AND READING ROOMS

The use made of the News and Reading Rooms was about the same as that of last year, the approximate number of visits being 426,000 giving a daily average of nearly 1,400.

In response to an application from representatives of the unemployed, the Committee decided, by way of experiment, to have cleaned and prepared a large room on the top floor for use as an additional Reading Room, where smoking and quiet conversation could be permitted during the stress of unemployment. The room was opened on December 13th, and ex-Sergeant Major D. Bonnar was engaged as a temporary attendant. The room is open from 10 a.m. to 1 p.m. and 2-30 to 7-30 p.m. from Monday to Friday, and 10 a.m. to 1 p.m. on Saturday. The average daily attendance has been 160.

## BOOKBINDING

1,536 volumes in the Lending and Reference Libraries were bound at a cost of £232 3s. 9d., and £2 8s. 9d. was paid for stamping the classification marks on 500 volumes.

## BOOKS FOR THE BLIND

During the year 67 volumes were borrowed from the National Lending Library for the Blind, to which a donation of £2 10s. 0d. was made. The total number of volumes issued to Norwich borrowers was 200 as compared with 150 last year.

## DONATIONS

A list of the principal donors of books to the Library during the year is printed on pages 13-15.

Sir Eustace Gurney's gift of the Lazar House is described on page 10.



In May the Committee were very pleased to receive from Miss Lucy Bignold her generous gift of the silver trowel with ivory handle which was presented to her father, the late Sir Samuel Bignold, and used by him when the foundation stone of the present Public Library was laid. The trowel is inscribed: "Presented to Sir Samuel Bignold, knight, Mayor of Norwich, on the occasion of his laying the first stone of the Free Library, September 13th, 1854." The souvenir, in a handsome oak case provided by Miss Bignold, is exhibited in the Lending Library.

A welcome donation of useful reference books, including a set of Baron Somers' Collection of Tracts, edited by Sir Walter Scott, was received from the Misses Colman, who, with their sister, Mrs. E. T. Boardman, also presented a copy of the "History of the Art of Writing," 4 volumes, 1907, by H. S. Williams.

On October 18th the Committee reported to the Council that the late Col. J. R. Harvey, D.S.O., had bequeathed to the Library 11 volumes of the "Norwich Mercury" for the years 1757 to 1807, 23 other local books, and the manuscript of his extensive "Military History of Norfolk" in seven folio volumes. The Council recorded its appreciation of the bequest, not merely for its intrinsic value, but as an expression of the late Col. Harvey's civic spirit in enhancing the value of the Library's Local Collection.

Through Mr. Percy Jewson, the President of the Norwich Sunday School Union, the Committee received a donation of £5 for the purchase of books suitable for teachers in Sunday Schools, on condition that a special catalogue of books useful to teachers and others interested in Sunday School work should be compiled by the City Librarian. The Union also undertook to defray the cost of printing the catalogue. The Library now contains a comprehensive collection of suitable books, and the manuscript of an annotated and classified catalogue of them is nearly ready for the printers.

## PUBLIC LECTURES

Last year the free public lectures were delivered fortnightly before, and weekly after Christmas; their appreciation by the public encouraged the Committee this year to arrange 23 weekly lectures at the Library.

The lectures, which were all well attended, were on a variety of subjects, and particular attention was paid to standard and popular authors. With the view of stimulating interest in the subjects of the lectures and of encouraging study, reading lists were distributed at most of the lectures.

The following is a list of lectures and lecturers, to all of whom the Committee are much indebted for their voluntary services:—



## LIST OF LECTURES

DATE.	SUBJECT.	LECTURER AND CHAIRMAN.
1921.		
Oct. 8	Dante.	Professor T. Okey, M.A. (Chairman : The Very Rev. the Dean of Norwich).
Oct. 17	Robert Browning.	Mr. M. M. Pattison Muir, M.A. (Chairman : Mr. F. C. Hinde).
Oct. 24	Robert Greene and the Elizabethan Dramatists.	Mr. W. Nugent Monck. (Chairman : Rev. W. Busby, M.A.).
Oct. 31	Thomas Hardy.	Mr. Walter Stephenson, M. Litt. (Chairman : Councillor Fred Henderson, J.P.).
Nov. 7	Art and Science.	Mr. M. M. Pattison Muir, M.A. (Chairman : Mr. E. T. Boardman).
Nov. 14	W. M. Thackeray.	Mr. M. M. Pattison Muir, M.A. (Chairman : Mr. A. M. Stevens).
Nov. 21	*Norfolk Birds.	Dr. Sydney Long, F.Z.S. (Chairman : Mr. M. M. Pattison Muir, M.A.)
Dec. 5	*Disease and its Treatment in Ancient Times.	Dr. A. J. Cleveland. (Chairman : Ald. H. J. Copeman, J.P.).
Dec. 12	Sir Walter Scott.	Mr. M. M. Pattison Muir, M.A. (Chairman : Canon J. A. Bell, M.A.).
1922.		
Jan. 9	*G. F. Watts and his Pictures.	Miss Helen C. Colman. (Chairman : Ald. H. J. Copeman, J.P.).
Jan. 16	L'humour dans les Comédies de Molière.	Monsieur A. Trèves.
at 3 p.m.	(In French).	(Chairman : Mr. O. H. Carter).
Jan. 16	Molière (In English).	Monsieur A. Trèves. (Chairman : Mr. F. C. Hinde).
Jan. 23	*Old Norfolk Buildings.	Mr. Stanley J. Wearing, A.R.I.B.A. (Chairman : Mr. Ernest Kent).
Jan. 30	Robert Louis Stevenson.	Mr. M. M. Pattison Muir, M.A. (Chairman : Councillor P. R. Clarke).
Feb. 6	*A Naturalist in Algeria.	Mr. Robert Gurney, M.A., F.Z.S. (Chairman : Dr. Sydney Long, F.Z.S.).
Feb. 13	Confessions and Reminiscences of a Musician.	Dr. Frank Bates. (Chairman : Mr. M. M. Pattison Muir, M.A.)
Feb. 20	Life according to Galsworthy.	Rev. R. M. Pattison Muir, M.A. (Chairman : Councillor H. P. Gowen).
Feb. 27	Nietzsche.	Councillor Fred Henderson, J.P. (Chairman : Mr. W. Lincolne Sutton, F.I.C.).
Mar. 6	Irish History in the Nineteenth Century.	Mr. Walter Stephenson, M.Litt. (Chairman : Mr. W. E. Keefe).
Mar. 13	*Norfolk Waterways.	Mr. W. G. Clarke, F.G.S. (Chairman : Mr. Harry Brittain).
Mar. 20	*William Morris	Mr. M. M. Pattison Muir, M.A. (Chairman : Canon F. J. Meyrick).
Mar. 27	Novels of W. J. Locke.	Mr. H. Alsop, M.A. (Chairman : Mr. M. M. Pattison Muir, M.A.)

## THE LAZAR HOUSE

The Committee have great pleasure in recording in its annual report Sir Eustace Gurney's munificent gift to the city of the Lazar House which the Council, on the recommendation of this Committee, accepted with grateful thanks on May 17th, Sir Eustace having consented to the postponement of the adaptation of the building as a Branch Library, and to its being used in the meantime for public lectures, and for municipal and educational purposes.

The Lazar House, or Magdalen Chapel (by which name it had been known from its earliest period) is a fine Norman relic, which was saved from destruction in 1902 by Mr. Walter Rye, from whom it was purchased by Sir Eustace, and at considerable expense thoroughly restored and made suitable as a Hall for various purposes.

Sir Eustace's gift has ensured for posterity an archæological treasure destined to be of much utility, first as a civic hall, and subsequently as a branch public library in a district where a library is required. With his gift Sir Eustace subsequently included a plot of ground at the back of the Lazar House, and also, for interior decoration, a series of forty coloured prints of paintings by masters of the Italian, Dutch and German schools. An historical account of the Lazar House by the City Librarian was published in the "Eastern Daily Press" on May 18th, and a longer illustrated article by him appeared in the "Millgate Monthly" for November.

The following free public lectures, arranged by this Committee, were delivered at the Lazar House; they were much appreciated, and the attendances were quite satisfactory, taking into account the very inclement weather on several occasions.

DATE.	SUBJECT.	LECTURER AND CHAIRMAN.
1922.		
Jan. 18	*The Lazar House: a phase of old Norwich life.	Mr. Walter R. Rudd. (Chairman: Alderman H. J. Copeman, J.P.)
Feb. 3	*Demonstration of the X Rays.	Dr. A. J. Cleveland. (Chairman: Mr. A. Cozens-Hardy).
Feb. 17	*The temples and tombs of Upper Egypt.	Mr. T. E. Rigby, B.A. (Chairman: Councillor F. C. Jex).
Mar. 3	*The rebirth of a nation: the romance of Czecho-Slovakia.	Mr. F. Travers Stevens. (Chairman: Dr. R. W. Chalmers).
Mar. 15	*Old Norwich buildings.	Mr. Stanley J. Wearing, A.R.I.B.A. (Chairman: Mr. R. Jewson, J.P.).
April 3	*Microbes: friends and foes.	Mr. H. J. Howard, F.R.M.S. (Chairman: Mr. J. L. Copeman).

\* With Lantern Illustrations.



## LITERARY CELEBRATIONS

The customary practice of celebrating notable literary events was continued during the year.

The sexcentenary of the death of the greatest of Italian poets was commemorated by a public lecture on Dante, which was delivered at the Technical Institute on October 8th by Mr. Thomas Okey, M.A., Professor of Italian, Cambridge University. An annotated reading list on Dante was published in the July-September number of the "Readers' Guide."

The Rt. Hon. the Earl of Leicester co-operated with the Committee in a very special manner. For the first time in the history of the celebrated Holkham Library, several of its treasures were lent for exhibition, the period being September 14th to October 10th.

Lord Leicester's loan comprised seven early Dante manuscripts of the Fourteenth and Fifteenth Centuries, and four rare printed books. There were six manuscripts of the "*Divina Commedia*," and one of Dante's philosophical treatise known as "*Il Convivio*" or "*The Banquet*," a manuscript much rarer and even more precious than the finest of Lord Leicester's manuscripts of the "*Commedia*." Of the "*Il Convivio*" only 33 manuscripts are known to exist, and there are only four in England. The printed editions of the "*Commedia*" sent from the Holkham Library were: the edition printed at Venice by Vindelin of Spire in 1477; the "*Sansovino*" edition, Venice, 1578; the first of the three great volumes of Lord Vernon's edition of the "*Inferno*," London, 1858; and Lord Vernon's reprint of the first four printed editions of the "*Inferno*," London, 1858.

The tercentenary of the birth of Molière was commemorated by two lectures given by Monsieur A. Trèves, of Gresham's School, Holt, on Monday, January 16th; in the afternoon "*L'humour dans les comédies de Molière*" (in French), the attendance being particularly good; in the evening "*Molière*" (in English). The "*Readers' Guide*" for January-March contained a reading list on Molière, and a portrait of him. The Norwich Players co-operated in the celebration by giving performances of two of Molière's plays, "*The Affected Ladies*" and "*The Mock Doctor*."

## NORWICH UNIVERSITY EXTENSION SOCIETY

As usual, the library co-operated with the Norwich University Extension Society: (1) by keeping in the Reference Library the sets of books sent from the Cambridge Headquarters for the use of students; (2) by publishing in the October-December "*Readers' Guide*" a list of books—described by the lecturer as a "*splendid list*"—on "*Architecture up to 1550*", in connexion with the course by Dr. D. H. S. Cranage, F.S.A.

The City Librarian was re-elected a co-opted member of the Committee of the Society.

### EXHIBITIONS

The 70th exhibition of the Norwich Art Circle was held in the Lecture and Exhibition Room from October 29th to November 12th. Admission was free.

### LIBRARY ASSOCIATION

The City Librarian attended the Annual Conference of the Library Association which was held at Manchester during the second week in September, and he presented to the Committee a report of the proceedings. He was again elected a member of the Council of the Association. The City Librarian is also one of the Association's examiners.

The annual report which was presented at the business meeting contained an appreciative reference to the Conference which was held the previous year in Norwich: "The Norwich meeting marked an important stage in the work of the Library Association. . . . The heartiness of the civic welcome and the generous hospitality accorded to the guests of the City will not be forgotten, and the excellence of the local arrangements may become proverbial".

### STAFF

Credit is due to the assistants for their services to an increasing number of users of the Library, and for their personal interest in their work. They are all studying with the view of increasing their efficiency. Four assistants passed the Library Association's examination in Library Routine in May: Mr. W. Morrish, Miss E. Wagstaff, Miss L. Smith, and Miss M. Alexander, who not only passed with merit, but submitted the best essay on "School Libraries: their history, organisation, and management," which was regarded as worthy of publication in the "Library Association Record" (January).

The Committee are pleased to record the conspicuous success of their late Deputy Librarian, Mr. Charles Nowell, who was appointed City Librarian of Coventry in January. Mr. Nowell was a chief assistant at the Coventry Public Libraries prior to his appointment as Deputy Librarian at this Library in 1913. During his service at Norwich he had varied experience of numerous library activities, and he discharged his duties efficiently and to the complete satisfaction of the Committee. Besides being a tribute to his qualifications, his promotion redounds to the credit of the Library where he completed his training.

In open competition Mr. John Smith, Assistant-in-charge of the Great Lever Branch Library, Bolton, who holds the six



professional certificates of the Library Association, was appointed Deputy Librarian in March.

### CONCLUSION

The Committee are again gratified to present another report which is entirely satisfactory and encouraging. Considerable progress has been made during the year under review, and it is significant that the issues of the books for home reading have increased by 160 per cent since the work of re-organisation began in 1911, when numerically the staff was only one less than at present. In addition to this enormous increase, the technical and administrative work of the Library has been greatly developed during the past decade, and its usefulness in all spheres of civic life has continued to grow.

The Committee desire to draw attention to the recent report on "The Teaching of English in England," issued by the Board of Education, which emphasises the value of literature, our principal intellectual instrument:—

"Literature, the form of art most readily available, must be handled from the first as the most direct and lasting communication of experience by man to men. It must never be thought of or represented as an ornament, an excrescence, a mere pastime or an accomplishment; above all, it must never be treated as a field of mental exercise remote from ordinary life." (Page 9).

In conclusion, the Committee wish again to bear tribute to the unremitting attention which the Librarian, Mr. Stephen, has given to the work of the Library, the development of which in various directions is largely due to his energy and initiative.

HENRY J. COPEMAN,

26th April, 1922.

*Chairman.*

### DONORS TO THE LIBRARY

		Vols.	Pamphlets.
Alexander, S. P., Roughton, Norwich	...	2	
American Issue Publishing Co., Ohio	...	2	
Australia, Agent General for	...	1	
Back, Dr. A., Norwich	...	1	
Birmingham Public Libraries	...		1

			Vols.	Pamphlets.
Bristol Public Libraries	...	...	2	1
British Academy	...	...	1	
British Museum	...	...	14	2
Browne, T. B., Ltd., London	...	...	1	
Bunnett, Dr. E., Norwich	...	...		2
Caslon, H. W. and Co., Ltd., London	...	...	2	2
Chandler, W. B. H., Seething	...	...		1
City and Guilds of London Institute	...	...	1	
Clarke, W. G., F.G.S., Norwich	...	...	2	4
Colman, The Misses, Norwich	...	...	28	1
Colman, The Misses, and Mrs. E. T. Boardman	...	...	4	
Columbia Library	...	...	2	1
Cook, R. W., Norwich	...	...		1
Co-operative Union, Ltd., Manchester	...	...	1	
Daimler Co., Ltd., Birmingham	...	...	1	
Day, H. A. and J. A., Norwich.	4 Plants and	...	13	
Dean and Son, London	...	...	1	
Denny, H. L. L., London	...	...		1
Dent, J. M. and Sons, London	...	...	1	
Durham University	...	...	1	
Eagle, Star and British Dominions Insurance Co., London	...	...	1	
Euren, A. D., Norwich	...	...	1	
Fisher, G. H., Norwich	...	...	1	
Foresters, Ancient Order of, London	...	...	1	
Gandy, Wallace, London	...	...	1	
Glasgow Public Libraries	...	...	1	1
Glendenning, Major S. E., Norwich	...	...	1	
Goose, A. W., Norwich	...	...		1
Goose, H. H., Norwich	...	...	1	
Great Eastern Railway	...	...	1	
Gurney, J. H., F.L.S., F.Z.S., Keswick	...	...	53	1
Harvey, Lt.-Col. J. R., D.S.O., Executor of, Norwich	...	...	34	7
Henderson, F., J.P., Norwich	...	...		1
Hopper, Rev. E. C., Starston	...	...		1
India Office	...	...	1	
Ingleby, Holcombe, M.A., M.P., Sedgeford, King's Lynn	...	...		4
Institute of Chartered Accountants, London	...	...	1	
John Rylands Library, Manchester	...	...		3
Jones, Geo. W., London	...	...	1	
Keir, Lt.-Gen. Sir John L., Leamington	...	...	1	
King, W. T., Norwich	...	...	4	
Lanston Monotype Corporation, London	...	...	2	
Leeds University	...	...	1	



Leigh Browne Trust ... ..	2	
Library of Congress, Washington, U.S.A. ...	6	1
London Directory Co. ... ..	1	
London School of Economics ... ..	2	
London University ... ..	3	
Long, Sydney H., M.D., F.Z.S., Norwich ...	1	
Manchester Guardian, Ltd. ... ..	1	
Melrose, A. Ltd., London ... ..	1	
Mitchell, C. and Co., London ... ..	1	
Monro, Professor T. K., Glasgow ... ..		1
New South Wales, Agent General for ...	2	
New Zealand, High Commissioner for ...	1	
Norfolk County Council ... ..	2	3
Norfolk Women's Institute ... ..	2	
Norwich, Lord Bishop of ... ..	29	5
Norwich Charity Commission ... ..		2
Norwich Sunday School Union ... ..	24	
Oakley, H. P., Norwich ... ..		2
Overseas Trade, Department of ... ..	1	
Oxford University Press ... ..	1	
Patent Office, H. M. (The Controller) ...	71	
Paton, J. & J., London ... ..	1	
Peel, Rev. A., M.A., D.LITT., Great Harwood ...		1
Preston, A. W., Norwich ... ..		1
Riches, Miss S. E., Norwich ... ..	1	
Roberts & Co., Norwich ... ..		4
Robinson, J., Oulton Broad ... ..	1	
Rudd, A. J., Norwich ... ..	1	
Rudd, W. R., Norwich ... ..	2	
Rye, Walter, Norwich ... ..	3	4
St. Bride Foundation Printing School, London	1	5
Sheffield University ... ..	2	
Smithsonian Institute, Washington, U.S.A. ...	1	
South Africa, Director of Census ... ..	1	
South Australia, Agent General for ... ..	1	
Stationery Office, H. M. ... ..	66	188
Stubbs' Directories Ltd., London ... ..	1	
Tingey, J. C., M.A., Norwich ... ..		1
Tonic Sol-fa College, London ... ..	1	
Toynbee, Paget, D.LITT., F.B.A., Burnham, Bucks.	1	
Trinity College of Music, London ... ..	1	
United Kingdom Alliance, London ... ..	1	
United Typothetae of America, Chicago ...		1
Walter, J. H. F., Drayton ... ..		3
Willesden Public Libraries ... ..	4	1
Young, Lt.-Com. E. Hilton, D.S.O., M.P., London	13	

# LENDING LIBRARY

## Classification of the Issues of Books, 1921-22

CLASSES.	Stock of Vols.	April.	May.	June.	July.	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March.	Total Vols. Issued.	Totals: 1919-20.	Totals: 1910-11. †
General & Bibliography	49	42	41	35	26	49	44	39	27	11	16	6	9	345	109	3,838*
Philosophy	488	76	70	66	58	57	68	85	71	74	81	66	94	866	807	586
Religion	1,453	174	141	133	130	87	104	166	160	172	134	156	184	1,741	1,840	586
Sociology	1,616	246	207	166	172	170	224	315	261	253	268	272	287	2,841	2,630	791
Language & Literature	2,823	739	639	602	613	507	675	871	836	745	781	859	852	8,719	7,327	3,320
Natural Science	1,162	465	313	309	252	231	301	390	344	365	346	373	427	4,116	3,303	3,320
Useful Arts	1,163	458	393	350	376	334	418	492	514	493	536	534	590	5,488	5,069	1,335
Fine Arts	1,418	591	513	491	477	492	547	704	638	590	564	647	629	6,883	6,256	2,418
Biography	2,737	413	413	345	299	302	368	378	409	380	341	385	478	4,511	4,102	1,335
Geography and Travel	1,378	574	532	494	526	427	434	513	492	503	546	576	632	6,249	5,570	2,418
History	1,550	356	333	310	306	283	317	426	364	379	384	358	388	4,204	3,575	63,884
Fiction	6,003	9,342	8,349	7,878	8,628	8,501	8,869	9,880	9,781	9,594	10,014	9,475	10,375	110,686	87,429	— †
Tales for Juveniles	2,088	1,716	1,550	1,427	2,151	2,193	2,786	3,758	3,880	3,296	2,982	2,670	2,879	31,288	21,656	— †
Miscellaneous Books for Juveniles	1,171	634	503	328	515	440	764	1,495	1,381	1,155	785	819	1,040	9,859	7,220	— †
	25,105	15,826	13,997	12,934	14,529	14,073	15,919	19,512	19,158	18,010	17,778	17,196	18,864	197,796	156,893	75,672
Number of days open	...	24	23	23½	24	24	23½	24	24	22½	24	22	24½	283	277½	308
Daily average issue, 1921-22 ...	...	659	609	550	605	586	677	813	798	800	741	772	770	699	—	—
" " " 1920-21 ...	...	481	487	473	491	446	496	580	627	604	693	702	682	—	574	—
† " " " 1910-11 ...	...	284	260	219	208	204	237	253	254	255	271	265	240	—	—	246

‡ The year before the work of reorganisation began.

\* These 3,838 vols. were almost entirely old magazines which were borrowed for the fiction contained in them.

† The comparatively few books for juveniles were included in the various classes.



# REFERENCE LIBRARY

## Classification of the Issues of Books, 1921-22

CLASSES.	April.	May.	June.	July.	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March.	Total Vols. Issued. †	Totals 1920-21.
General and Bibliography	712	764	743	542	539	482	1,098	920	969	1,116	1,024	1,281	10,190	1,159
Philosophy	—	3	11	8	3	1	6	10	1	3	—	11	57	21
Religion	52	47	46	24	37	55	68	45	43	20	24	39	500	232
Sociology	165	115	85	55	86	163	181	139	145	153	162	170	1,619	650
Language and Literature	156	97	89	87	97	155	248	143	135	139	153	176	1,675	754
Natural Science	183	158	47	46	80	64	46	43	48	80	85	91	971	334
Useful Arts	192	186	108	90	172	154	170	174	179	248	177	237	2,087	1,086
Fine Arts	80	84	69	19	87	105	142	126	130	77	126	124	1,169	541
Biography	87	138	240	122	211	133	172	75	83	77	98	141	1,577	454
Geography and Travel	28	35	46	131	72	86	133	89	66	87	34	62	869	173
History	81	75	61	25	98	36	180	44	75	48	53	61	837	517
Local Collection	108	161	81	69	73	212	73	19	125	335	337	287	1,880	2,095
	1,844	1,863	1,626	1,218	1,555	1,646	2,517	1,827	1,999	2,383	2,273	2,680	23,431	8,016
Daily average issue	77	81	69	51	65	70	105	78	89	99	103	109	83	28
Number of days open	24	23	23½	24	24	23½	24	23½	22½	24	22	24½	282½	281½

† This year an attempt was made to record the number of directories, year-books, etc. (See page 4).

[illegible]

To Books, Manuscripts, Prints, &c. for Local Collection	...	£	s.	d.
Cost of fitting up Lazar House	... ..	94	9	2
		93	18	5
		£188	7	7

ENDED 31ST MARCH, 1922.

## Income.

			£	s.	d.	£	s.	d.
By Sale of Borrowers' Tickets	...	...	14	6				
Papers	...	...	8	19	10			
Post Cards, &c.	...	...	11	12	0			
Special Fees for use of Library	...	...	24	2	6			
Rent of Basement	...	...	15	0	0			
"Readers' Guides"—Sale of copies	...	...	22	10	1			
Hire of Room	...	...	6	18	6			
Library Association Reception Fund—Donation	...	...	28	0	0			
Norwich Sunday School Union	...	do.	5	0	0			
Miscellaneous	...	...	7	11	10			
						130	9	3

Rate Contribution	...	...	...	3761	6	1
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## LAZAR HOUSE—

Rent of Cottage and Hire of Room	...	14	6	1
Fines Account—Cost of fitting up Lazar House	...	93	18	5
				108 4 6

3999 19 10

Balance, being excess Expenditure over Income	42	17	10
---	----	----	----

£4042 17 8

ended 31st March, 1922.

			£	s.	d.
By Fines	...	...	140	18	11
Balance, being excess of Expenditure over Income	...	...	47	8	8
			£188	7	7



## REVENUE ACCOUNT FOR THE YEAR

## Expenditure.

*Hillen's Bequest Revenue Account for*

	£	s.	d.
To Balance, being excess Income over Expenditure ...	25	11	4

## BALANCE SHEET—

## Liabilities.

	£	s.	d.	£	s.	d.
Sundry Creditors ...				313	15	3
Revenue Balance, 31st March, 1921 ...	42	17	10			
Less Deficiency for current year ...	42	17	10			
	<hr/>					
Fines Account—						
Revenue Balance, 31st March, 1921 ...	180	6	8			
Less Deficiency for the current year ...	47	8	8			
	<hr/>			132	18	0
Photographic Survey Account—						
Revenue Balance, 31st March, 1921 ...				5	0	5
Hillen's Bequest Revenue Account—						
Revenue Balance, 31st March, 1921 ...	44	7	4			
Ditto for the current year ...	25	11	4			
	<hr/>			69	18	8
				<hr/>		
				£521	12	4
				<hr/>		

ENDED 31ST MARCH, 1922.

Income.

*the Year ended 31st March, 1922.*

				£	s.	d.
By Dividends on Investment	...	...	...	25	11	4
				<hr/> <hr/>		

REVENUE ACCOUNT.

Assets.

				£	s.	d.	£	s.	d.
Sundry Debtors	...	...	...				4	0	0
Cash in hand—Treasurer	...	...	...	515	12	4			
Librarian	...	...	...	2	0	0			
				<hr/>			517	12	4

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£521 12 4

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ARTHUR F. GENT

THE LIBRARY OF THE  
MAY 22 1940  
UNIVERSITY OF ILLINOIS



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1920/21  
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CITY OF NORWICH



ANNUAL REPORT  
OF THE  
Public Library Committee  
TO THE  
TOWN COUNCIL

FOR THE YEAR ENDED 31st MARCH, 1921

COMMITTEE:

*Chairman*—ALDERMAN HENRY J. COPEMAN, J.P.

*Vice-Chairman*—

COUNCILLOR J. F. HENDERSON, J.P.

*Members of the Council*—

ALD. DR. E. E. BLYTH, J.P., B.A.

COUNCILLOR P. R. CLARKE

COUNCILLOR GEORGE DENNIS

COUNCILLOR H. E. HUMPHRIS  
(From November)

COUNCILLOR FREDERICK KENT  
(From November)

COUNCILLOR E. J. MANNING  
(From November)

*Co-opted Members*—

SIR A. W. F. BAGGE, BART.,  
B.A., LL.B.

REV. W. BUSBY, M.A.

MR. F. W. HARMER, J.P., M.A.,  
F.G.S., F.R. MET. SOC.

MR. FRANK C. HINDE

MR. M. M. PATTISON MUIR, M.A.

MR. WALTER RYE

MR. A. M. STEVENS

---

*Town Clerk*—ARNOLD H. MILLER, O.B.E.

*City Librarian*—GEO. A. STEPHEN, F.L.A.

*Sub-Librarian*—CHARLES NOWELL, F.L.A.

# CITY OF NORWICH

## PUBLIC LIBRARY

### ANNUAL REPORT, 1920-21

The Public Library Committee have pleasure in presenting the following report on the work accomplished during the financial year ended 31st March, 1921.

#### STOCK

During the year 2,850 volumes and 737 pamphlets were added by purchase or gift, 1,833 volumes being located in the Lending Library, 871 volumes and 407 pamphlets in the Reference Library, and 146 volumes and 330 pamphlets in the Local Collection.

#### THE OPEN ACCESS SYSTEM

The outstanding feature of the administration of the Public Library during the year was the introduction of the open access system in the Lending Library, and the Committee's decision to extend the system to the Reference Library and the Junior Library because of its unqualified success. Further information is given under the headings relating to the departments concerned.

#### ISSUES AND VISITS

The recorded number of volumes issued to readers during the year from the Lending and Reference Libraries was 164,909, as compared with 123,716 volumes issued last year, making the great increase of 41,193 volumes. In addition, approximately 30,000 volumes of directories, year books and kindred publications were consulted (apart from numerous references to time-tables, local prints and photographs), making a total issue of 194,909 volumes. Particulars of these issues are given under the headings "Lending Library" and "Reference Library," and in the statistical tables on pages 16-17.

The estimated total visits to all departments of the Library was about 600,000.

#### LENDING LIBRARY

The stock of the Lending Library on March 31st was 22,175 volumes, the number of volumes in each class being shown in the statistical table on page 16. During the year 364 worn-out books were withdrawn, and 234 were replaced.

On page 16 is a statistical table showing the monthly issues of books for home reading from each class. The Lending Library was open on  $277\frac{1}{2}$  days, reckoning Thursday (the early closing day) as a half-day, as against  $274\frac{1}{2}$  days last year, and 156,893 volumes were issued, giving an average daily issue of 574 volumes; the average daily issue excluding Thursdays is 670. The highest issue on a single day was on Saturday, February 19th, when 1,137



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1920/21  
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volumes were issued; the highest issue on one day last year was 781.

The total number of volumes issued from the adult (open access) and juvenile (indicator) Lending Libraries is an increase of 44,487 volumes on that of the previous year. This great and unprecedented increase was chiefly due to the introduction of the open access system which took place on March 29th, 1920, the increase from the Juvenile Library being only 2,116 volumes. The increase per cent. of the total issues, as compared with last year is 39.57 per cent, but excluding the Juvenile Library, the percentage of increase is 49.4 per cent. The daily issues of books from the adult Lending Library have increased from 9 per cent in April to 69.79 per cent in March! The open access system immediately found great favour with the borrowers, many of whom have expressed their keen appreciation of it, and it has been the means of enrolling many new borrowers.

There have been increases (see the statistical table, page 16) in the issues of books from all the classes excepting the non-fiction section of the Juvenile Library, from which there was a small decrease of 529 volumes.

The greatness of the increases in the various classes is significant as showing the trend of the reading of the borrowers. While the percentage of the increase on the total issues from the adult Lending Library is slightly under 50, the increases from some of the classes are much greater, viz., Geography and Travel, 127.7 per cent; Religion, 79.3 per cent; Biography, 69.9 per cent; Natural Science, 64.4 per cent; and History, 56 per cent. On the other hand, the increase from the fiction section is below the average, being 46.24 per cent. In regard to fiction, the present percentage of volumes issued from the adult and juvenile sections is 69.52, the fiction issued from the adult section only being 68.2 as compared with 69.8 per cent last year.

### LIBRARY PUBLICATIONS

Three numbers of the "Readers' Guide" were issued during the year, two of which contained, in addition to the usual annotated list of books added to the Library, a special annotated and classified catalogue of books on a subject of particular local interest. The special feature of the April number was a plan of the new Open Access Lending Library, and some notes for the guidance of the borrowers, together with a summary of the Dewey Decimal System of Classification in vogue. The July-December number contained a select annotated list of books on English Painters (the subject of the Norwich University Extension Lectures), and an annotated list of books on the Pilgrim Fathers and Norwich, prepared in connexion with the celebration of the tercentenary of the sailing of the "Mayflower,"—an event of particular interest to Norfolk and



Norwich, as the Pastor of the Pilgrim Fathers was John Robinson, at one time a preacher at St. Andrew's Church, Norwich. In the January-March number appeared a classified list of books on "Problems of Modern Industry," the title of the spring course of the Norwich University Extension Lectures.

### BORROWERS

6,588 tickets have been issued to new borrowers, viz., 3,011 ordinary tickets, 1,768 juvenile tickets, and 1,809 students' tickets. There are now 10,896 tickets in force, viz., 6,188 ordinary tickets, 2,840 juvenile tickets, and 1,868 students' tickets. The number of students' tickets (*i.e.*, the extra tickets available for borrowing only non-fiction) has increased by almost a thousand during the year.

### DONATIONS

A list of donors is printed on pages 13-15.

### WORK WITH SCHOLARS

The Juvenile Lending Library has been increased by 342 volumes, and it now contains 2,216 volumes, of which 1,295 volumes are fiction, and 921 volumes non-fiction. The total issue was 28,876 volumes, being an increase of 2,116 volumes over last year.

The Committee instructed the City Librarian to submit a proposal for using the room which formerly contained the Lending Library, and they concurred with his recommendation that it should be converted to a Junior Library which would contain an open access lending library, reading tables provided with suitable periodicals and magazines for juveniles, and some reference books. The Council accepted in March a tender for making the necessary structural and other alterations.

In May the City Librarian, by invitation of the Secretary for Education, read a paper on "Scholars and the Public Library" before the Norwich Head Teachers' Association, which was discussed at a special meeting, when resolutions in favour of certain library work with children, which he recommended, were passed. These resolutions were considered by this Committee, and it was agreed that there could be the following co-operative work: (1) Systematic and personally conducted visits to the Library by the senior scholars; (2) Lectures in the Library's Lecture Room—such lectures to be arranged by the Head Teachers, with co-operation by the Library staff, including the use of the lantern; (3) A special catalogue of books of educational value, for the use of teachers.

Several Head Teachers took advantage of the offer. Ten groups of school-leaving scholars, accompanied by their teachers, visited the lending departments of the Library for the purpose of having explained to them the method of borrowing books, the

system of classification, and the use of the catalogues. Three lantern lectures were given in the Lecture Room.

The Education Committee is co-operating with this Committee by placing a copy of the "Readers' Guide" in each school under its charge.

## REFERENCE LIBRARY

On page 17 is a statistical table showing the monthly issues of books in the Reference Library, which was open on  $281\frac{1}{2}$  days. The total number of volumes issued, excluding the directories, year books, etc., was 8,016, giving a daily average of 28 volumes, as compared with 11,310 volumes issued last year, when the daily average was 37 volumes. The decrease in the issues of books in this department was mainly due to some of the borrowers from the Lending Library ceasing to consult in the Reference Library several Lending Library books before making their choice. Owing to the small attendance on Thursdays it was decided in July to close this department at 1 o'clock, and to allow the directories, etc., to be consulted in the Reading Room.

The success of the open access system in the Lending Library and its great popularity induced the Committee to agree to the City Librarian's recommendation that the system should be extended to the Reference Library. It was decided that in the public portion of the department should be arranged for free access all the "quick reference" books (*e.g.*, dictionaries and cyclopædias of various kinds, etc.) and other more or less "live" books. The rearrangement of the books involved practically no expense, and the work was so arranged that it was only necessary to close the department for three days, March 29th-31st. The books in the remaining portion of the Reference Library and in the Local Collection will be issued upon application as before.

All the books (over 20,000 volumes) in this department have been classified according to the Dewey Decimal System of Classification, by the Sub-Librarian, under the supervision of the City Librarian, and a card catalogue is in preparation.

## COMMERCIAL AND TECHNICAL SECTIONS

Now that the open access system has been adopted in the Reference Library it is hoped that greater use will be made of the Commercial and Technical Section. This section includes county, town, trade, and professional directories, a set of the principal code books, various dictionaries and encyclopædias, reports of the Chambers of Commerce, consular reports, and a set of the Abridgments of Patent Specifications, etc.

Last year the Norwich and District Master Printers' Association, realising the value to their employees of technical works on printing, gave a donation of £5 for the purchase of such works.



The Association has now offered to defray the cost of printing a special annotated and classified catalogue of books on historical and practical printing and the allied arts, which the City Librarian has compiled. In January the City Librarian delivered before the Association a lantern lecture on "The Evolution of the Book, from clay tablets to incunabula," when the Sheriff (W. T. F. Jarrold, Esq.), as President of the Association, was the Chairman.

## LOCAL COLLECTION

The collection of the literature relating to Norfolk and Norwich has been increased by 146 volumes and 330 pamphlets, and it now comprises approximately 7,000 volumes, 9,000 pamphlets, 7,000 topographical prints, 950 portraits, and 380 maps. At the Norwich Conference the President of the Library Association, drew attention to this valuable collection. He said: "I am sure that a great deal must be done to stimulate local interest by the admirable collection of material dealing with the locality which the library serves."

The Local Collection is being further developed by indexing the principal local items in the "Eastern Daily Press," a file of obituary notices, and a file of articles of local interest. The obituary notices of local residents (Norfolk and Norwich) are cut from local and other newspapers, magazines, etc., mounted on uniform cards, and filed in alphabetical order: this collection now numbers about 4,000 cards. Articles on local topics are treated similarly, but mounted on quarto sheets of paper: this collection now comprises about 1,500 sheets.

In connexion with the Annual Conference of the Library Association, the City Librarian prepared a paper on "Norfolk Bibliography," which contained several practical suggestions to librarians in charge of local collections. His suggestion that such librarians should compile and publish bibliographies of local articles has since materialised here. The new part of "Norfolk Archæology" (the transactions of the Norfolk and Norwich Archæological Society) contains a subject index of recent articles relating to Norfolk Archæology in various periodicals and transactions, compiled by the City Librarian, which not only gives publicity to the Local Collection, but forms a useful index to up-to-date information on archæological subjects.

## NORFOLK AND NORWICH PHOTOGRAPHIC SURVEY

The Norfolk and Norwich Photographic Survey Collection has been increased by 204 prints, and it now numbers 3,488 prints and 441 lantern slides. Most of the additions of prints, as was the case during the previous three years, were photographs of men who fell in the War.



## NORFOLK AND NORWICH ROLL OF HONOUR

The Roll of Honour of the natives and residents of Norfolk and Norwich who fell in the War, which this Committee is preparing for the Corporation, is still in progress. In May a tentative list of 2,600 Norwich men was printed and circulated with the object of obtaining additional names and further particulars of many of the men on the Roll, and since that date a mounted list has been exhibited in the Entrance Hall of the Library. As a result 231 names have been added, as well as additional information regarding many other men. The Norwich Roll will not be finally printed until the Government has published the Norfolk Regiment section of the Official Roll.

In addition to the Norwich Roll, the names of approximately 8,800 Norfolk men have been obtained. The Norfolk Roll is in two sections: (1) an alphabetical list of names, with as much information regarding the men as it has been possible to obtain: (2) a list of names according to the parishes in which the men were born or resided.

## NEWS AND READING ROOMS

The use made of the News and Reading Rooms was about the same as that of last year, the approximate number of visits being 425,000, giving a daily average of nearly 1,400. Several new periodicals have been added.

## BOOKBINDING

The sum of £80 2s. 7d. was expended on the binding of 516 volumes in the Lending and Reference Libraries, and £8 12s. 0d. was paid for stamping the classification marks on 1,719 volumes.

## BOOKS FOR THE BLIND

During the year 40 volumes were borrowed as usual from the National Lending Library for the Blind, to which a donation of £2 10s. 0d. was made. The total number of volumes issued to Norwich borrowers was 150 as compared with 85 last year.

## PUBLIC LECTURES

The success of the courses of lectures arranged by the Committee during the past few years has made their free public lectures an important and definite phase of the work of the Library. Because of the popularity of previous courses the Committee arranged for the first course of lectures to be delivered in Blackfriars' Hall, but its unsuitability as a lecture hall in its present condition necessitated a return to the smaller lecture room at the Library. The first lecture after Christmas, however, was delivered in the large Lecture Hall, Prince's Street Congregational Church, as it was anticipated that the audience would be a very large one.

The public interest in the lectures was sustained until the end of the series, and the last lecture had to be repeated.

DATE.	SUBJECT.	LECTURER AND CHAIRMAN.
1920.		
June 9	Charles Dickens.	Mr. M. M. Pattison Muir, M.A. (Chairman : Alderman H. J. Copeman, J.P.)
Oct. 25	*Life in Cambridge.	Mr. M. M. Pattison Muir, M.A. (Chairman : Rev. W. Busby, M.A.)
Nov. 8	The Pilgrim Fathers and Norwich.	Mr. Walter Stephenson, M.LITT. (Chairman : Rev. J. Glynn Edwards, B.A.)
„ 22	†Helps towards the Appreciation of Music.	Dr. Frank Bates. (Chairman : The Very Rev. the Dean of Norwich)
„ 29	How to Appreciate Drama.	Mr. W. Nugent Monck. (Chairman : Alderman H. J. Copeman, J.P.)
Dec. 13	Experiences of a News- gatherer.	Mr. R. W. Cook. (Chairman : The Sheriff of Norwich, W. T. F. Jarrold, Esq.)
1921.		
Jan. 17	*The Romance of the Post Office	Councillor P. R. Clarke. (Chairman : Alderman J. A. Porter, J.P.)
„ 31	†The Story of a Match.	Mr. J. Sainty, B.Sc. (Chairman : Mr. W. Lincolne Sutton, F.I.C.)
Feb. 7	Some of the Dickens' People : The Ex- asperating Woman's Progress.	Mr. M. M. Pattison Muir, M.A. (Chairman : Councillor Fred Henderson, J.P.)
„ 14	*Immunity from Disease.	Dr. G. P. C. Claridge. (Chairman : Councillor Fred Kent)
„ 21	A Great Poet : John Keats.	Mr. M. M. Pattison Muir, M.A. (Chairman : Canon J. A. Bell, M.A.)
„ 28	Some of the Dickens' People : Three Simple Men and a Masterful Young Woman.	Mr. M. M. Pattison Muir, M.A. (Chairman : Alderman H. J. Copeman, J.P.)
Mar. 7	A Poet of Revolution : William Blake.	Rev. R. M. Pattison Muir, M.A. (Chairman : Rev. W. Busby, M.A.)
„ 14	The Social Value of the Novel.	Mr. C. A. Mace, B.A. (Chairman : Mr. M. M. Pattison Muir, M.A.)
„ 21	*The Scenery of Norfolk.	Mr. W. G. Clarke, F.G.S. (Chairman : Mr. F. C. Hinde).
Apr. 4	*The Scenery of Norfolk.	Mr. W. G. Clarke, F.G.S. (Chairman : Dr. Sydney H. Long).

## NORWICH UNIVERSITY EXTENSION SOCIETY

Following its customary practice, the Library co-operated with the Norwich University Extension Society by publishing select lists of books relating to the subjects of the two courses of lectures arranged by the Society. The July-December number of the "Readers' Guide" contained a list of books on "English Painters," in connexion with the course of lectures by Mr. S. C.

\* With lantern illustrations.

† With musical illustrations.

‡ With experiments.



Kaines Smith, M.B.E., M.A.; and a classified list of books on "Problems of Modern Industry"—the subject of Miss M. Cécile Matheson's course—appeared in the January-March number.

As usual, the sets of books sent from the Cambridge Headquarters of the University Extension Society, for the use of the students, were kept in the Reference Library.

The City Librarian was re-elected a co-opted member of the Committee of the Society.

### EXHIBITIONS

The 69th exhibition of the Norwich Art Circle was held in the Lecture and Exhibition Room from November 1st to 13th, and the annual exhibition of the Woodpecker Art Club was held from January 17th to 29th.

### GOVERNMENT PUBLICATIONS

Being strongly of opinion that there should be a liberal distribution to Public Libraries of the Government's official publications, the Committee communicated its views to the members of Parliament for this city, and to the Library Association which is endeavouring to secure such facilities for the public.

### STAFF

There have been several changes in the personnel of the staff. Two junior assistants resigned, and others were appointed. Mr. Frank T. Bussey, M.M., resigned his position of Chief Assistant upon his appointment in November as a Senior Assistant at the Hackney Public Libraries, and in congratulating him the Committee expressed their great satisfaction of the manner in which he had discharged his duties. Mr. William J. Morrish, an assistant at the Newport (Mon.) Public Libraries, was appointed to fill the vacancy. With the view of increasing the efficiency of the staff, the Committee have made the appointments of assistants conditional on their obtaining the professional certificates of the Library Association.

The year under review has been an exceptionally busy one for the staff, because of the visit of the Library Association, the greater use of the Library by the public, and alterations in the arrangement of a large part of the stock of books. The staff loyally responded to the increased demands made upon them, particularly the Sub-Librarian and Mr. F. T. Bussey. The Sub-Librarian, who is responsible for the routine work of the staff, performed his duties most satisfactorily, and rendered very efficient assistance to the City Librarian in the organising work connected with the Library Association's visit.

### LIBRARY ASSOCIATION'S VISIT

An event of much literary interest to the city, and one which marked an important epoch in the history of the Public Library,



was the visit of the Library Association from September 6th to 10th, the occasion being the 43rd Annual Conference of the Association, which was held by invitation of the Public Library Committee. There were over 300 delegates (librarians, members of library committees, etc.) from the principal libraries of the United Kingdom.

The Castle Museum Committee generously co-operated with this Committee by allowing all the business meetings to be held at the Castle Museum, and by throwing open to the delegates the collections, battlements, dungeons, etc.

For the purpose of making local arrangements for the comfort and enjoyment of the delegates, a Local Reception Committee was formed, and to them your Committee are indebted for the excellent arrangements which were made and carried out successfully.

The opening session took place at the Castle Museum on Tuesday, September 7th, when a civic welcome to the delegates was offered by the Lord Mayor (Alderman George Green, J.P.), who was accompanied by the Lady Mayoress, the Rt. Hon. George H. Roberts, M.P., Alderman H. J. Copeman, J.P., and others. The President (the Rt. Hon. J. Herbert Lewis, M.P.) acknowledged the welcome in felicitous terms, and referred to the historic traditions of the city.

The subjects on which papers were written and discussed were as follows:—The New Opportunity, by the Hon. Secretary, Mr. Frank Pacy (Westminster); The Report of the Public Records Commission, by Mr. H. R. Tedder, F.S.A., Hon. Treasurer (Secretary and Librarian of The Athenæum); Rural Library Problems, by Lt.-Col. J. M. Mitchell, O.B.E., M.C., B.A. (Secretary, Carnegie United Kingdom Trust); Regional Survey Work in Schools, and how the Public Library may assist in the Work, by Mr. F. T. Howard, M.A. (Board of Education); Co-operative work between Urban and Rural Libraries, by Mr. H. Tapley-Soper, F.S.A., F.R.HIST.S. (Exeter); The Public Libraries Act, 1919, by Mr. H. W. Fovargue, Town Clerk, Eastbourne (Hon. Solicitor, Library Association); The Library Situation in Scotland, by Mr. John Minto, M.A. (Signet Library, Edinburgh); The Type of a Public Library, by Mr. W. C. Berwick Sayers (Croydon); The Subject Index to Periodicals, by Mr. E. W. Hulme, B.A. (Hon. Editor); Libraries and Adult Education in Rural Areas, by the Rev. Basil Yeaxlee, M.A. (Y.M.C.A.), and Library Work for the Blind, by Mr. J. Bulman Smith, M.A. (National Library for the Blind). The City Librarian was invited to contribute to the Conference proceedings a paper on "Norfolk Bibliography," but he requested that it should be taken as read, and it was printed in the "Library Association Record" for November (vol. 22, pp. 352-364), and considerably enlarged in the "Norfolk Chronicle," March-May, 1921. Mr. Charles Nowell, the Sub-Librarian, submitted a comprehensive paper on "The Libraries of Norwich,"

which was printed in the "Library Association Record" for September (vol. 22, pp. 290-306,) and reprinted as a pamphlet for the information of the delegates during the Conference.

The social events and visits, held during delightful weather, contributed greatly to the enjoyment of the delegates, and were as follows: Monday evening—Reception by the Local Reception Committee at St. Andrew's Hall (the guests were received by Alderman Copeman and Mrs. Copeman), and an excellent performance of "The Comedy of Errors" by the Norwich Players. Tuesday evening—Reception by the Lord Mayor and Lady Mayoress at their residence, "The Plantation"; the beautiful grounds were so effectively lighted that the visitors described the scene as a veritable fairyland. Wednesday—Visit to the Cathedral and the Chapter Library, by invitation of the Dean and Chapter; Garden Party at Carrow Abbey and Carrow House, by invitation of the late Mrs. James Stuart, O.B.E., and the Misses Colman; Reception and Concert at the Castle Museum, by invitation of the Castle Museum Committee. Thursday evening—Conference Dinner at St. Andrew's Hall, when the guests of the Association included the Lord Mayor and Lady Mayoress, and the Chairman and Vice-Chairman of the Public Library Committee. Friday—Day excursion on the Broads, including a visit to Woodbastwick Hall, where the members were entertained to tea by the High Sheriff and Mrs. John Cator.

The Committee is pleased to record herein its thanks to the contributors to the Hospitality Fund, the Hon. Treasurer of which was Mr. Frank C. Hinde, and to all those who assisted the Local Reception Committee in their work. The Committee passed resolutions of grateful thanks to the following for their generosity and kindness in entertaining the delegates: Alderman George Green, J.P., and Mrs. Green; the late Mrs. Stuart and the Misses Colman; the Castle Museum Committee; and the High Sheriff of Norfolk and Mrs. John Cator.

In connexion with the Conference a large Publishers' Exhibition (an innovation) was held in the Assembly Room of the Agricultural Hall.

The Conference was unanimously regarded as delightful and stimulating, and one that would be memorable in the annals of the Association. At the annual dinner the City Librarian said he believed that when the jubilee of the Association was celebrated and they wrote a history of it, they would look back to Norwich as marking the renaissance of the public library movement: it was the first Conference after the removal of the statutory limit of the library rate to one penny in the pound, and the Association was honoured by having for its esteemed President so eminent and so able a gentleman as the Parliamentary Secretary to the Board of Education.



The thanks of the Association to Norwich was expressed at the Annual Business Meeting on September 9th, when the following resolution, moved by Alderman T. C. Abbott (Manchester) and seconded by Mr. Herbert Jones (Kensington) was unanimously approved:—

“The Library Association in Conference assembled, expresses its warmest appreciation of the invitation to meet in Norwich, and further desires to offer its recognition and grateful thanks for the excellence of the arrangements made by the Corporation, the Library Committee, and the Local Reception Committee, as well as for the presence and official welcome of the Lord Mayor. The Association realises how much of additional interest attaches to a Meeting held in and under the auspices of a City so historic and full of tradition, and has due sense of the hospitality cordially extended on every side. The Conference particularly acknowledges the services of Mr. G. A. Stephen, City Librarian, as Hon. Local Secretary, which services have been as unremitting as they have been efficient and successful.

In any vote of thanks must also be included Mr. Frank Leney, Mr. Nowell, and the other members of the Library and Museum staffs, who have so well supported their chiefs, and have shown the most courteous attention to each member.”

### CONCLUSION

Thanks are due to the local press for their reports of the Library Association's Conference, and for the particulars regarding the work of the Library which have been published from time to time.

The significance of the visit of the Library Association, and the inauguration and great success of the open access system have made the year a “red letter” one in the annals of the Library. The Rt. Hon. J. Herbert Lewis, M.P., in the course of his presidential address to the Library Association, said that the reports of this Library “show a life and intellectual vigour that reflect credit upon the city.” This report indicates that the Library has made much progress during the past year, and its present position was recently stated in a leader in the *Eastern Evening News*: “The Public Library was never so well used, and never played so important a part in the educational equipment of the city as it is now doing.”

A perusal of the foregoing report and the encomiums quoted in the concluding paragraph bear eloquent testimony to the services rendered by Mr. G. A. Stephen, the Chief Librarian, in the discharge of the manifold duties and responsibilities devolving upon him, and the Committee desire again to record their high appreciation of his energy, professional resources and enthusiasm, which have contributed so largely to the successful administration of the Library during the past year.

HENRY J. COPEMAN,

April 27th, 1921.

*Chairman.*



## DONORS TO THE LIBRARY

	Vols.	Pamphlets.
Arnold, H. H., Norwich ... ..		1
Arnold, H. R., Norwich ... ..		1
Baillie Institute, Glasgow (1 broadside)		
Baroda Central Library Department, India ...	3	4
Beecheno, F. R., Norwich ... ..		2
Beloe, E. M., F.S.A., King's Lynn ... ..		2
Bemrose Publicity Co., Ltd., London ... ..	2	
Blackwell, B. H., Oxford ... ..		1
Blakeney and Cley Wild Birds Protection Society		1
Blofield Rural District Council ... ..		1
Bolingbroke, L. G., Norwich ... ..		2
Borrett, C. E., Norwich ... ..	1	
Boulton & Paul, Ltd., Norwich ... ..	1	
British Academy ... ..	7	
British Museum, Trustees of ... ..	5	6
Budge, Sir Ernest A. Wallis, F.S.A., LITT.D. ...	1	
Bullard, A., Norwich ... ..		1
Bussey, F. T., Hackney Public Libraries ... ..	2	4
Cadbury Bros., Ltd., Bourneville ... ..		1
Canada, Department of Agriculture ... ..	1	
Cardiff Public Libraries ... ..		2
Carnegie Endowment for International Peace		2
Central Association of Accountants ... ..	1	
Chapman, F. W., Gosforth ... ..	2	
Chubb, Thomas, British Museum ... ..		1
City and Guilds of London Institute ... ..		1
Colchester Public Library ... ..	1	
Cole, Fred V., Wymondham ... ..	1	
Collins, C. D., London (1 map, 1 prospectus)		1
Colman, Miss H. C., Norwich ... ..		25
Co-operative Union, Ltd., Manchester ... ..	2	
Coulton, G. G., M.A., Cambridge ... ..		1
Cozens-Hardy, Sydney, LL.B., Norwich ... ..	1	
Cronbeck, Capt., Norwich ... ..	1	
Duffin, H. C., M.A., Dorking ... ..	1	
Durham University ... ..	1	
Edinburgh Chamber of Commerce ... ..		1
Edinburgh University ... ..	1	
Ellwood, Miss, Norwich ... ..	3	
Euren, A. D., Norwich ... ..	1	
Farmer, J. H., Mundesley ... ..		1
Flegg, East and West, Rural District Council		1
Friendly Societies, Registrar of ... ..	1	
Geldart, Miss A. M., Norwich ... ..	5	
Gerish, W., Caister-on-Sea ... ..		2

	Vols.	Pamphlets.
Gillespie, Mrs. H. (Trustees of) ...	1	
Goose & Son, Ltd., Norwich ...	1	
Green, E. W., St. Alban's Public Library ...	1	
Green, Sir John L., O.B.E., London ...	1	
Greenock Chamber of Commerce ...	1	
Gresham's School, Holt ...	1	
Griffiths, Rev. J. H., Norwich ...		12
Grout & Co., Ltd., Great Yarmouth ...	1	2
Gurney, Alderman Sir Eustace, J.P., Sprowston	6	
Gurney, J. H., F.L.S., F.Z.S., Keswick ...	227	3
Hamilton, Right Hon. Lord Claud, London ...	1	
Hampstead Public Library, London ...	1	
Hannah, Rev. Canon J. A., M.A., Norwich ...		2
Harmer, F. W., J.P., M.A., Cringleford ...		1
Herbert, Rev. G. N. (Executors of) ...	2	
Hopper, Rev. Edmund C., Starston ...		1
Howard, G. F., Norwich ...	1	
Incorporated Accountants, Society of ...	2	
India Office ...	9	1
Institute of Chartered Accountants ...	1	
Investment Registry, Ltd., London ...		1
Jarrold & Sons, Ltd., Norwich ...		1
Kinder, Martin, Thorpe, Norwich ...		15
Knight, Frank, and Rutley, London ...		1
Lee-Warner, Edward, J.P., Harleston ...	1	
Leeds, Herbert, Norwich ...		1
Leith Chamber of Commerce ...	1	
Library of Congress, Washington, U.S.A. ...	6	
Liverpool University ...	1	
Lloyds Publishing Co., Ltd., London ...	1	
London School of Economics ...	3	
Long, Sydney H., M.D., Norwich ...	6	18
McCalmont, Major Dermot H. B., London ...	1	
Mann, Dr. A. H., Cambridge ...	2	40
Marconi Wireless Telegraph Co., London ...	1	
May, G. C., Norwich ...	5	3
Mills, S. Mealing, and Co., Norwich ...		14
Morley, Claude, Monks' Soham House, Suffolk	1	
Mullens, W. H., M.A., F.L.S., M.B.O.U., London	1	1
National Physical Laboratory ...	1	
New South Wales, Agent-General for ...	3	
New York Public Library, U.S.A. ...	2	14
New Zealand, Agent-General for ...	1	
Newman, H. W., Norwich ...	1	
Nockolds, R. W., Norwich ...	1	
Norfolk and Norwich Traders' Association ...		13

	Vols.	Pamphlets.
Norfolk County Council ... ..	1	2
Norfolk News Co., Ltd., Norwich ... ..		1
Norwich Charity Commission ... ..		1
Norwich Diocesan Association of Ringers ... ..		17
Overseas Trade, Department of ... ..	4	1
Patent Office, H.M. (The Controller) ... ..	44	15
Paton, J. and J., London ... ..	1	
Photographic Convention of the United Kingdom ... ..		2
Piper, W. J., Norwich ... ..	1	
Plymouth Incorporated Chamber of Commerce ... ..	1	
Portsmouth Chamber of Commerce ... ..	1	
Preston, A. W., Norwich ... ..		1
Ramage, Hugh, M.A., Norwich ... ..		3
Ransford, Alfred, Hunstanton ... ..	1	
Rawnsley, W. F., Shamley Green ... ..	1	
Research Defence Society ... ..	6	
Romanes, C. S., Edinburgh ... ..	1	
Rye, Walter, Norwich ... ..	7	20
Scarlett, S. A., Norwich ... ..	2	
Sells, Ltd., London ... ..	1	
Sennitt, Mrs. E. C., Norwich ... ..		1
Shepherd, J., Librarian, Birkenhead ... ..		1
Smallburgh Rural District Council ... ..		1
Smithsonian Institute, Washington, U.S.A. ... ..	2	
Soman, Miss Mariette, M.B.E., Norwich ... ..		2
South Africa, Agent General for ... ..	1	
Spelman, Messrs., Norwich ... ..		2
Stationery Office, H.M. ... ..	125	231
Stocker, Dr. C. J., Norwich ... ..	9	
Sunderland Public Libraries ... ..		1
Tedder, H. R., F.S.A., London ... ..	1	
Thompson, H. Yates, J.P., London ... ..	1	
Tingey, J. C., M.A., Norwich ... ..		3
Trustee Saving Banks Association ... ..		1
Trustees of Shakespeare's Birthplace, Stratford-on-Avon ... ..	1	
Vince, H. J., Norwich ... ..		9
Walker, Aug., London ... ..		1
Wells, H. Rumsey, Norwich ... ..		1
Whitaker, W., F.R.S., F.G.S., Croydon ... ..		4
White, F. C., Lowestoft ... ..	1	
Williams, Hanbury, Norwich ... ..		13
Withington, Professor Robert, Cambridge, Mass. ... ..	1	
Wood, J. D. & Co., London ... ..		1
Young, Lt.-Com. E. Hilton, D.S.O., M.P., London ... ..	28	14



# LENDING LIBRARY

## Classification of the Issues of Books, 1920-21

CLASSES.	Stock of Vols.	April.	May.	June.	July.	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March.	Total Vols. Issued.	Totals : 1919-20.	Totals : 1920-21. †
General & Bibliography	47	3	8	8	6	8	8	7	11	11	22	9	8	109	96	3,838*
Philosophy	462	37	51	51	49	33	63	76	105	88	83	93	78	807	640	
Religion	1,406	108	129	117	152	89	116	185	213	152	182	185	212	1,840	1,026	586
Sociology	1,524	172	167	169	162	170	240	238	249	226	287	301	249	2,630	1,819	
Language & Literature	2,700	515	525	548	533	445	580	701	646	562	805	732	735	7,327	5,541	791
Natural Science	1,090	229	245	290	229	166	207	289	339	257	378	313	361	3,303	2,008	
Useful Arts	1,051	375	395	366	358	315	360	436	489	400	546	522	507	5,069	3,534	3,320
Fine Arts	1,342	478	472	442	446	435	481	548	577	499	636	601	641	6,256	4,050	
Biography	2,641	311	298	288	284	233	295	403	430	340	430	384	406	4,102	2,413	1,335
Geography and Travel	1,320	399	356	401	429	353	396	471	500	471	605	591	598	5,570	2,445	
History	1,468	209	230	232	277	232	271	356	333	298	388	358	391	3,575	2,289	2,418
Fiction	4,908	5,997	6,211	6,029	6,384	6,087	6,638	7,717	7,855	7,309	9,377	8,810	9,015	87,429	59,785	63,384
Tales for Juveniles	1,295	1,279	1,726	1,828	1,938	1,419	1,630	1,913	2,351	1,796	2,117	1,852	1,807	21,656	19,011	— †
Miscellaneous Books for Juveniles	921	231	385	598	772	276	364	588	954	884	781	692	695	7,220	7,749	— †
	22,175	10,343	11,198	11,367	12,019	10,261	11,649	13,928	15,052	13,293	16,637	15,443	15,703	156,893	112,406	75,672
Number of days open	...	21½	23	24	24½	23	23½	24	24	21½	24	22	22½	277½	274½	308
Daily average issue, 1920-21 ...	...	481	487	473	491	446	496	580	627	604	693	702	682	574	—	—
" " " 1919-20 ...	...	441	368	345	351	351	367	426	454	437	465	455	463	—	409	—
† " " " 1910-11 ...	...	284	260	219	208	204	237	253	254	255	271	265	240	—	—	246

\* These 3,838 vols. were almost entirely old magazines which were borrowed for the fiction contained in them.

† The comparatively few books for juveniles were included in the various classes.

‡ The year before the work of reorganisation began.

# REFERENCE LIBRARY

Classification of the Issues of Books, 1920-21

CLASSES.	April.	May.	June.	July.	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March.	Total Vols. Issued.	Totals 1919-20
General and Bibliography	63	69	55	100	97	77	79	88	145	181	108	97	1,159	1,421
Philosophy	1	5	8	—	—	1	1	1	—	3	1	—	21	73
Religion	26	4	2	21	25	3	16	27	30	26	35	17	232	398
Sociology	61	34	10	71	56	48	96	75	81	55	41	22	650	703
Language and Literature	45	60	63	59	33	43	52	92	124	91	55	37	754	1,192
Natural Science	24	17	33	21	9	9	23	141	32	15	6	4	334	560
Useful Arts	68	89	75	160	72	94	134	98	78	111	74	33	1,086	1,477
Fine Arts	48	28	20	46	76	62	62	53	45	29	33	39	541	1,147
Biography	34	33	77	50	52	22	26	45	31	24	30	30	454	809
Geography and Travel	8	23	12	48	8	11	9	17	8	14	6	9	173	277
History	41	44	31	106	71	24	37	91	1	19	36	16	517	1,053
Local Collection	166	173	153	280	252	127	194	302	87	97	142	122	2,095	2,200
	585	579	539	962	751	521	729	1,030	662	665	567	426	8,016	11,310
Daily average issue	24	23	21	38	32	22	30	42	30	27	25	21	28	37
Number of days open	24	25	26	24½	23	23½	24	24	21½	24	22	20	281½	306

## REVENUE ACCOUNT FOR THE YEAR

*Expenditure.*

	£	s.	d.	£	s.	d.
To Salaries ... ..				1683	9	8
Insurance ... ..	35	7	7			
Rates ... ..	168	15	0			
Books and Carriage ... ..	407	12	0			
Bookbinding ... ..	88	14	7			
Newspapers and Periodicals ... ..	148	15	6			
Printing, Stationery and Library Appliances ... ..	137	13	2			
Printing "Readers' Guides" and Catalogues ... ..	24	1	9			
Furniture, Bookshelves and Fittings... ..	69	12	2			
General Repairs and Cleaning ... ..	94	3	8			
Open Access System—Cards, &c. ... ..	16	7	6			
Alterations to Electrical Installation ... ..	47	13	0			
Electric Light ... ..	129	13	5			
Gas and Water ... ..	4	4	8			
Steam for Heating ... ..	97	9	2			
Telephone Rental ... ..	8	15	2			
Postages ... ..	31	9	2			
Travelling Expenses ... ..	9	7	7			
Employers' Contributions—National Insurance Acts ... ..	9	10	4			
Miscellaneous ... ..	13	5	10			
				1542	11	3
				£3226	0	11

*Fines Account for the Year*

	£	s.	d.
To Books, Manuscripts, Prints, &c., for Local Collection ... ..	38	5	2
Balance, being excess Income over Expenditure ... ..	60	1	7
	£98	6	9



ENDED 31ST MARCH, 1921.

### Income.

			£	s.	d.	£	s.	d.
By Sale of Borrowers' Tickets	...	...	1	7	6			
Papers	...	...	4	12	11			
Post Cards, &c.	...	...	14	13	6			
Special Fees for use of Library	...	...	21	12	6			
Rent of Basement	...	...	15	0	0			
"Readers' Guides"—Sale of copies	...	...	9	1	10			
Hire of Room	...	...	8	7	6			
Miscellaneous	...	...	16	18	8			
			<hr/>					
Rate Contribution	...	...				91	14	5
						3116	10	0
						<hr/>		
						3208	4	5
Balance, being excess Expenditure over Income...						17	16	6

£3226 0 11

*ended 31st March, 1921.*

							£	s.	d.
By Fines	...	...	...	...	...	...	98	6	9
							<hr/>		
							£98	6	9
							<hr/>		

## REVENUE ACCOUNT FOR THE YEAR

## Expenditure.

*Hillen's Bequest Revenue Account for*

£ s. d.

To Balance, being excess Income over Expenditure ...	...	22	2	2
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*Hillen's Bequest Account—*

£ s. d.

To Investment in 5% National War Bonds	...	...	300	0	0
--	-----	-----	-----	---	---

			£300	0	0
--	--	--	------	---	---

## BALANCE SHEET—

## Liabilities.

		£	s.	d.	£	s.	d.
Bequest by the late Mrs. E. K. Hillen ...	...	450	0	0			
Transfer from Accrued Interest ...	...	50	0	0			
					500	0	0
Sundry Creditors ...	...				252	11	11
Revenue Balance, 31st March, 1920 ...	...	60	14	4			
Less Deficiency for current year ...	...	17	16	6			
					42	17	10
Fines Account—							
Revenue Balance, 31st March, 1920 ...	...	120	5	1			
Ditto for the current year ...	...	60	1	7			
					180	6	8
Photographic Survey Account—							
Revenue Balance, 31st March, 1920 ...	...				5	0	5
Hillen's Bequest Revenue Account—							
Revenue Balance, 31st March, 1920 ...	...	47	5	2			
Ditto for the current year ...	...	22	2	2			
					69	7	4
Less Transferred for Investment ...	...	25	0	0			
					44	7	4

			£1025	4	2
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ENDED 31ST MARCH, 1921.

### Income.

*the Year ended 31st March, 1921.*

	£	s.	d.	£	s.	d.
By Interest ... ..	4	6	6			
Dividends on Investment ... ..	17	15	8			
	<hr/>			22	2	2
				<hr/>		

*Year ended 31st March, 1921.*

	£	s.	d.
By Balance of Bequest Received ... ..	275	0	0
Transfer from Revenue Account ... ..	25	0	0
	<hr/>		
	£300	0	0
	<hr/>		

### REVENUE ACCOUNT.

### Assets.

	£	s.	d.	£	s.	d.
Investment—						
5 per cent. National War Bonds—Hillen Bequest				500	0	0
Cash in hand—Treasurer ... ..	523	4	2			
Librarian ... ..	2	0	0			
	<hr/>			525	4	2

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£1025 4 2

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ARTHUR F. GENTRY, F.S.A.A.,  
City Accountant.



**"A good library is one of the first essentials  
of a civilized and progressive community."—The  
Rt. Hon. H. A. L. FISHER, Minister of Education.**